



RECRUITMENT NOTICE

STATE OF MISSISSIPPI

MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

1141 Bayview Avenue

Biloxi, MS 39530

(228) 374-5000

August 8, 2016

The Mississippi Department of Marine Resources is recruiting for the job title described below. **ALL** applications for this position must be filled out online at the Mississippi State Personnel Board's Career Center located at www.mspsb.ms.gov under the Job Seekers tab. Please enter the job title as it appears below in the State Job Title section. Resumes are not a substitution for completing a job application.

WORKING TITLE:	Education Coordinator
STATE JOB TITLE:	DMR-Marine Administrator II
ANNUAL STARTING SALARY:	\$48,962.51
OFFICE:	Grand Bay National Estuarine Research Reserve (GBNERR)
LOCATION:	Moss Point, Mississippi
RECRUITMENT DATES:	August 10, 2016 – August 29, 2016

ESSENTIAL FUNCTIONS: This is a professional position, coordinating the education and outreach activities of the Grand Bay National Estuarine Research Reserve. Major activities include coordinating the education and outreach activities including our adult community education, On-the-road K12 education, and continuing teacher development workshop programs. This position forms partnerships with local schools, conducts needs assessments and then provides programming as needed by our community of schools. These programs are directly related to the research and stewardship activities at the GBNERR and directly translate our scientific information for our community. This position also manages the volunteer efforts, coordinates all other outreach activities (such as the newsletter, promotional materials, Interpretive Center activities, etc.) and works in close coordination with NOAA's Office for Coastal Management (OCM) and the national NERR system. All work is consistent with the goals and objectives of the MDMR and the GBNERR's management plan. This position supervises the K12 Specialist. The work will require proposal and project development and planning; supervision of staff, volunteers and contractors;

integration of education and outreach activities research, monitoring and stewardship activities at the GBNERR; and, work with local schools and community groups to further the effectiveness and relevance of the GBNERR's outreach and education programs. The work also includes development of new teacher development workshops based on GBNERR research and stewardship activities, in coordination with the national system of reserves and NOAA OCM.

KNOWLEDGE, SKILLS, AND ABILITIES: The ideal candidate should have: teaching experience (required); excellent communication, decision-making, interpersonal, and instructional skills; experience in personnel supervision; experience with the development, planning and coordination of projects, includes preferred experience in proposal writing and grant/budget management; experience working with a diverse group of educators and other members of the community; a working knowledge of coastal ecosystems and Mississippi flora and fauna (preferred); working knowledge of the Grand Bay NERR Management Plan; and, proficiency with basic software packages, including MS Office, Adobe Creative Suite, and social networking websites. The ideal candidate should be familiar with the National Estuarine Research Reserve System and the interrelationships between the research/monitoring, stewardship, training, and education sectors. The ideal candidate will possess excellent organizational skills, the ability to handle small boats, be creative and motivated, and able to implementing multiple project tasks simultaneously. Excellent facilitation skills and time management abilities are required of the candidate; as well as skills in public speaking, technical writing and communicating activities to students, the general public, other colleagues and educators, and local decision-makers.

MINIMUM QUALIFICATIONS:

Education:

A Master's Degree from an accredited four-year college or university;

AND

Experience:

Six (6) years in the special experience defined below, three (3) years of which must have included line or functional administrative or advanced technical supervision.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university;

AND

Experience:

Seven (7) years in the special experience defined below, three (3) years of which must have included line or functional administrative or advanced technical supervision.

Special Experience:

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the agency in which the position exists. In program areas where special certification is required, the incumbent must be certified and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

Substitution Statement:

Above the Bachelor's Degree related to education and experience may be substituted on an equal

basis, except there shall be no substitution for the special experience defined above and three (3) years of line or functional administrative or advanced supervision.

The Mississippi Department of Marine Resources is an equal opportunity employer and will fill positions without regard to race, religion, national origin, color, sex, age, marital status, political affiliation, or disability.